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Memorandum

*Monthly Report
all's file copy*

TO : Branch Chiefs and Deputy Branch Chiefs

DATE: 26 January 1971

FROM : Deputy Division Chief

SUBJECT: Reorientation of Branch Monthly Reports

1. The combined Branch monthly reports are a narrative of Division activity and should accurately reflect all important goings-on. Anyone who has had occasion to use Branch reports as a source of information in preparing other reports has found they fall considerably short of being conclusive. Writers and drafters should henceforth make every attempt to present information in a manner that will be meaningful to the Division front office, to the OEGI front office, and to others seeking information concerning Division activity some months or years hence. Taken together, they should provide an encyclopaedic foundation upon which all other Division reports can be based, such as the several that have to be prepared at the close of each fiscal and calendar year. There should be adequate data about the whos, the whats, and the howcomes. Clarity should never be sacrificed for conciseness. Sentence structure and grammar should reflect basic rules of English composition.

2. The format of the Division monthly report was set by D/BGI directive and at this writing there is no indication it will be changed. However, Branch monthly reports are not included in that directive and are therefore reformatable to reflect Branch and Division peculiarities. Broadly speaking, the things that should be recorded and described are: (a) what we have done, (b) what we are doing, (c) what we are going to do, (d) how we are raising the professional, technical and managerial competence of our people, (e) what impediments there are in the way of progress on any front, and (f) those miscellaneous events that should be brought to managements attention and/or recorded for convenient future reference.

3. Without rancor I would like to quote examples of entries in previous monthly reports which served no useful purpose:

"The usual number of maps and charts were completed."

"Several Summary Maps were completed."

"Tours of varying degrees of importance interrupted production."

"Site planning is extremely short of time due to the advanced order and delivery dates."

"Chief, CI is well aware of our problems."

"Nothing new."



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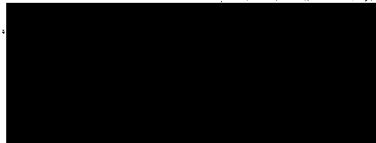
Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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4. A proposed outline and the criteria to be used in writing Branch reports is attached. "Significant Outside Contacts and Activities", an apparent omission, are usually associated with a reportable event and should be reported along with the event itself.

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Attachment

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